Buyers Registration and Payment Instructions (June 15):
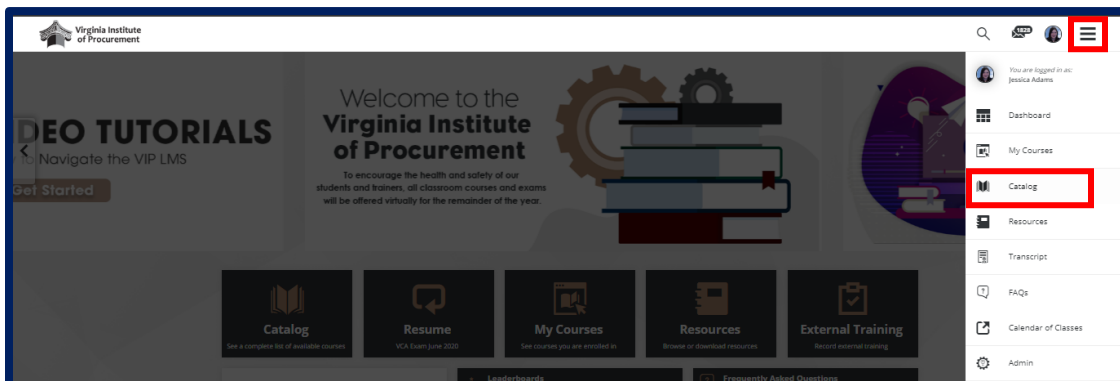
1. Log in – Visit the Virginia Institute of Procurement Learning Management System (https://vip.myabsorb.com/) and either create or log in to your account. Usernames for existing accounts are usually in the form of your work email address. If you've forgotten your password, you can retrieve it from the login screen by selecting "Forgot Password" and following the prompts on the next screen.

   If you are unsure of your account credentials or are unsure whether you already have an account or not, you can contact the LMS help desk at absorb@dgs.virginia.gov. If you already hold a VCA, VCO, and/or VCM certification, you have an account already created in our system and do not need to create a new account.
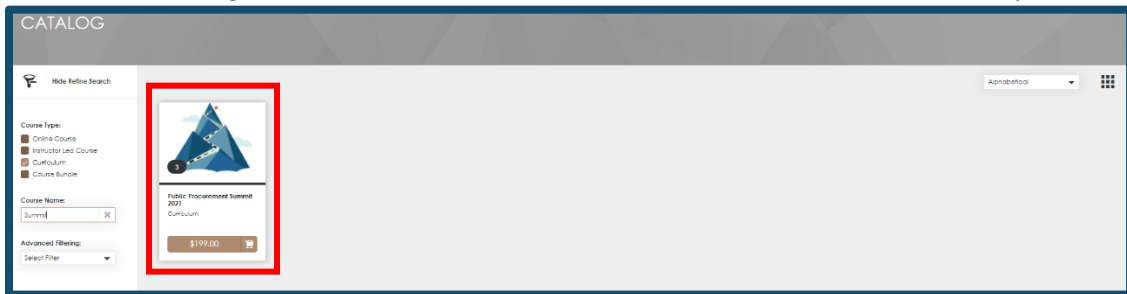

2. The first 200 paid registrants for Summit 2021 will pay a reduced fee of $169. Once all 200 discounted seats have been claimed, attendance at Summit 2021 is $199 per attendee.
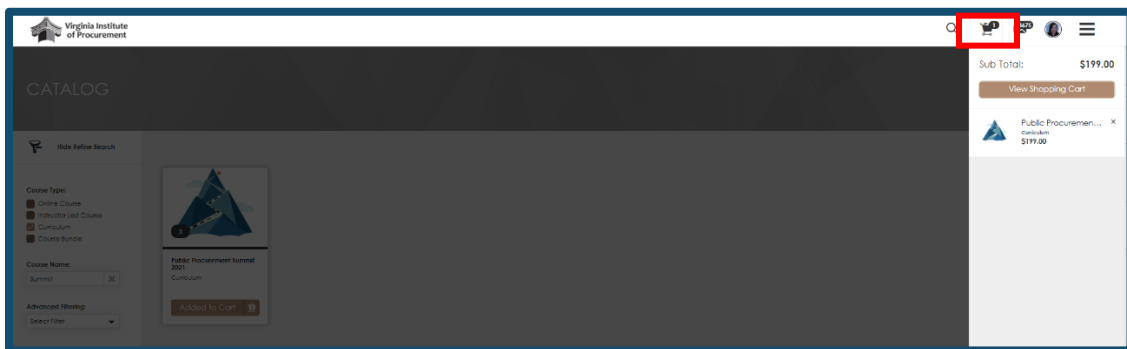
   To add the event to your cart, click on the menu represented by three horizontal lines in the upper right corner of the Learning Management dashboard screen. Look down to the "Catalog" menu item and click on it.
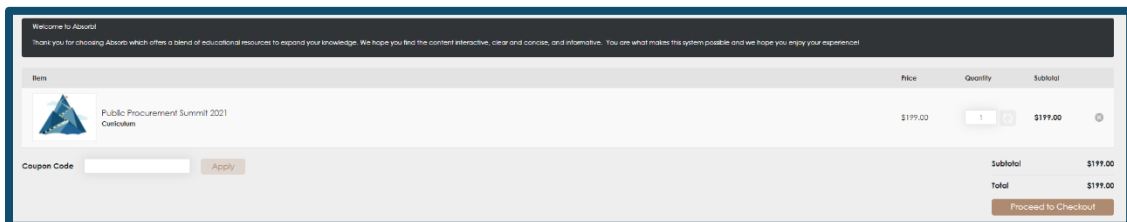
3. Within the "Catalog" locate the "Public Procurement Summit 2021" item and add to your cart.

You can view your shopping cart by clicking the cart icon in the top right area of the screen.

4. When you click "View Shopping Cart" in the cart menu shown above, you'll be taken to screen like this where you can click "Proceed to Checkout" to complete your course purchase. Any issues with entering payment information can be directed to the Summit help desk at summit@dgs.virginia.gov.

If using the coupon code for the discounted seats (for the first 200) you will input it on this screen. The coupon code can be found in the email with these instructions. Once the first 200 discounted seats have been claimed, the coupon will no longer function. The coupon code can only be used for single seat, and not bulk, purchases.

If you would like to purchase multiple seats, this is also where you can accomplish this. When purchasing multiple seats, you will be issued enrollment keys via email you can distribute to other users to claim their seat in the event. **Attendees must be users with a current account in our Learning Management system in order to attend Summit 2021. After registration, attendees will receive a confirmation email along with further instructions. Messages will be periodically sent to all registered attendees via the LMS and other messaging services. If you do not receive regular messages from the Summit Team and believe you should, please contact us at summit@dgs.virginia.gov.**